

**Poway School Employees Association**  
**Board of Directors Meeting**  
**12245 World Trade Drive, Suite H**  
**San Diego, CA 92128**  
**WEBINAR / IN-PERSON**

**MINUTES for February 8, 2022**

<b>BOARD OF DIRECTORS</b>	
<b>PRESENT</b>	<b>ABSENT</b>
Courtney Martin, President Nancy Brundrett, Vice President Davin Erickson, Secretary Nancy Hall, Treasurer Gale Ching, Member At Large	Christine Robinson, Member At Large
<b>OTHERS PRESENT</b>	
Pamela Contreras, Director of Employee Relations Ricardo Ochoa, General Counsel List of other attendees on file in the PSEA office	

***BOARD MEETING***

**QUORUM/CALL TO ORDER 4:47 p.m.** An absence of a quorum was established.

**CLOSED SESSION**

Nothing to report.

**OFFICER REPORTS**

**PRESIDENT'S REPORT**

The President reported:

- **COVID-19 Updates**
  - We are waiting to see if California's mask mandate will be lifted on February 15. Weekly testing is still required for unvaccinated employees or those who decline to state their vaccination status.
- **Personnel Commission**
  - Rebecca Lee, the new director of the Personnel Commission, began her term in December. The Commission is currently working with PSEA on reclassification requests and moving into the Year-3 Review.
- **PSEA Labor Relations**
  - PSEA has a lot of labor-related issues they are pursuing with the District.
- **Signing Bonuses for Bus Drivers**
  - The District has offered hiring bonuses for new bus drivers, but this needs to be negotiated first. PSEA is working on a survey to field the thoughts of current bus drivers.
- **Custodian Reorganization**
  - Management has proposed a reorganization that would eliminate the Custodian Supervisor positions at the Middle and High School levels. PSEA has asserted our right to bargain on this issue.
- **Wages**
  - If you believe there is a discrepancy in your wages, ask your Payroll technician for clarification. If you still have questions, then contact PSEA.
- **Grievances**
  - We are mitigating a situation where employees were underpaid for many years due to a non-negotiated work calendar. This situation is moving toward arbitration.
- **Substitute Shortage**

- PSEA continues to look into the staffing and substitute shortages and pursuing remedies with Management.
- **Calendar**
  - In the next week, we will be talking with the District regarding tentative calendar dates for the 2022-2023 school year.
- **Holiday Pay**
  - *Juneteenth* – Employees eligible in the recent MOU should have received compensation in their January paycheck for the June 19, 2021 holiday, which was a work day for most.
  - *Thanksgiving* – We have an additional paid holiday during the Thanksgiving break, which PSEA negotiated in the last couple years.
- **Unfair Labor Practice**
  - As the result of a recently resolved ULP, there will be an upcoming training for all principals and site representatives regarding Social Media practices and rights of classified employees.
- **Food & Nutrition**
  - We are currently monitoring all positions that have been working extra hours on time sheets and working with the District to determine impacts and effects as a result of the “Breakfast For All” program that will begin in the 22-23 school year.
- **Employee Workload Concerns**
  - We are working with Management regarding extra workload expectations of several employee groups such as Custodians, Elementary Administrative Assistants, Library Media Technicians and paraprofessionals.
- **New Employee Orientation**
  - It’s in the works.
- **Digital Schools**
  - Now available online. Create a log-in to see your leave balances and verify your pay.
- **Collective Bargaining Agreement highlights**
  - *“Compelling Reasons” Leave* – This is defined in Article 9.11 in Unit I’s contract; Article 9.8 for Unit II. An employee is entitled to up to 3 days annually of this leave – the first 2 days are at the employee’s full daily rate; the third day is at half the employee’s daily rate. This leave is awarded on a per year basis and goes away if not used (it is replenished each year but cannot be accrued from one year to the next). If a supervisor would like clarity on why an employee is using this leave, all that is necessary is to declare that the absence is of “compelling personal importance” if that in fact is the reason you are utilizing this leave. Exclusively for Unit I, if you become ill, injured, or bereaved during a vacation, you may convert the time off into compelling reasons leave or sick leave, if applicable, including vacation during District recess for less than 12-month employees.
- **Negotiations**
  - We have started the process for successor negotiations. We put our articles for negotiations forward, but the District did not add them to the agenda of the January School Board meeting. Our Sunshine proposals are set to be reviewed at the upcoming meeting on Thursday. Not all parties are on the same page when it comes to understanding the correlation between short staffing/low wages/benefits and overall morale. PSEA’s focus is primarily on wages in upcoming negotiations.
- **Vacancies**
  - There are still over 400 classified job openings.
- **Pro-ACT Training**
  - Pro-ACT trainings will be held at the PSEA Office in March. Any classified employee can sign up; you don’t need a referral from your administrator to attend.
- **Raises**
  - The 4% wage increase took effect for teachers in January. Classified employees will see the increase in February.

### QUORUM CHECK

The President checked in with The Secretary regarding the current establishment of a quorum. A quorum was established.

### REVIEW & APPROVAL OF MINUTES

- **January 11, 2022 Meeting Minutes** – *Motioned by:* Nancy Hall; *Second by:* Nancy Brundrett. Unanimously approved.

### INSTALLATION OF OFFICERS

The Secretary reported:

- **Installation of Officers:**
  - **Courtney Martin** was sworn in by acclamation as PSEA President. Unanimously approved.
  - **Nancy Hall** was sworn in by acclamation as PSEA Parliamentarian. Unanimously approved.
  - **GO2022-02-04:** Approval of Appointment to Vacant Member at Large Position – **Diane Zimmermann**.  
The President moved the review and approval of GO2022-02-04 to the top of the Agenda once a quorum was established.  
*Motioned by:* Nancy Hall; *Second by:* Nancy Brundrett.  
Unanimously approved.
  - All newly installed Officers recited the PSEA Oath of Office. Congratulations!

### VICE PRESIDENT'S REPORT

The Vice President reported:

- Things are getting tougher on campuses everywhere. Much gratitude and respect to all our classified employees. Be cognizant that you may be asked to do things out of your job description. Be sure to take care of yourself. Shelley Moore, the planned keynote speaker at the January 31 Pro-Growth Day, has been rescheduled for September's Pro-Growth Day. PSEA hears your concerns over the proposed changes to school start times next school year and understands that for some, this may change their ability to continue working for PUSD.

### TREASURER'S REPORT

The President reported:

- The PSEA Treasurer position is now an open PSEA Board seat. Interested? Contact PSEA.

The Treasurer's Report was delivered by The Secretary.

Beginning Balance:	\$207,944.93
Deposits/Credits:	\$36,773.04
Withdrawals/Debits	\$37,544.76
Ending Balance:	\$207,173.21

The President ordered the Treasurer's Report be filed.

### SECRETARY'S REPORT

The Secretary reported:

- PSEA is working on creating an "IA 101" virtual meeting, similar to the format of our Board Meetings, to discuss general training for IA's with respect to using assertive language, collective concerns, general safety, etc. Stay tuned.

### PARLIAMENTARIAN'S REPORT

- Nothing to report.

### MEMBERS AT LARGE REPORTS

- **Gale Ching:**  
Gale wishes to thank all the PSEA Board as she is now taking a break from her Member at Large position, but always keeping her options open. Gale expects to continue onward in other capacities to assist PSEA.
- **Christine Robinson:**  
Absent.

The Vice President reported:

- The Vice President would like to add an inspirational quote from former president Theodore Roosevelt – a speech called the “Man in the Arena”:  
*“It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.”*
- **Diane Zimmermann:**  
Nothing to report.

### **GENERAL COUNSEL’S REPORT**

Our General Counsel reported:

- We have one grievance going forward to arbitration and one ULP (Unfair Labor Practice) going forward. The substitute pay issue was resolved in January with about \$6,000 disbursed in back pay to affected individuals. If administration talks to you about changes in work hours, job duties, etc. they must go to PSEA, not you. It’s PSEA’s job to see the effects of what is being proposed with respect to the entire unit. Negotiations are off to a rough start – and they haven’t even started yet.

The President reported:

- We understand that employees want to work things out with their supervisor, but it is hard to undo something that has already been agreed upon. This is precisely why you have a Union and a labor attorney.

### **DIRECTOR OF EMPLOYEE RELATIONS REPORT**

The Director of Employee Relations reported:

- When in doubt – pick up the phone or e-mail PSEA for clarity. We are in a labor crisis and stretched thin everywhere. We are all going the extra mile. Please do not put anything in writing until you run it by PSEA; it’s always better to have a meeting with us first.

### **COMMITTEE REPORTS**

- **Professional Learning – Julianne Phillips:**
  - **Professional Growth:** We have received a ton of positive feedback for the latest Pro-Growth Day. There were 38 PSEA classes: 19 in person, 19 via Zoom. Thank you to all participants and the SPED department.
  - **TLC’s:** There are 9 available through June. If you can’t get in, we plan to run the most popular classes again in the fall.
  - **Learning Letter:** The latest Learning Letter is out and has information on Pro-ACT and Synergy trainings.
  - **CalPERS:** A CalPERS retirement seminar will be held at the PSEA Office on March 12. A second offering will be on May 14. The times are to be announced.
- **Scholarship Committee – Gale Ching:**
  - The open window for submitting applications is from April 11 to May 13, with the deadline being by 3:00pm on the final day. Letters will be sent out to recipients and checks will be mailed on June 10.

### **GENERAL ORDERS**

- **GO2022-02-01:** Approval of Process & Dates for the Scholarship Committee.  
*Motioned by:* Nancy Brundrett; *Second by:* Davin Erickson.  
Unanimously approved.
- **GO2022-02-02:** Approval of Purchase for Additional PSEA Gear (not to exceed \$500).  
*Motioned by:* Nancy Brundrett; *Second by:* Nancy Hall.  
Unanimously approved.

- **GO2022-02-03:** Approval of Negotiations Team Members for 2022 Successor Negotiations.  
*Motioned by:* Davin Erickson; *Second by:* Nancy Brundrett.  
Unanimously approved.
- **GO2022-02-04:** Approval of Appointment to Vacant Member at Large Position – Diane Zimmermann.  
Motioned for approval at the top of the Agenda (after President's Report above).

**MEMBER QUESTIONS/COMMENTS**

- **Site Representative Meeting**
  - We are working on FAQ's and talking points.
- **School Hours Changing**
  - This will be implemented in August 2022. A survey was sent out; these changes will affect all sites. Elementary schools will be starting earlier; Middle and High schools will be starting later. If there is a change to your work hours, you must be notified no less than 10 days prior during the summer and no less than 14 days during the work year. We recommend that you put in a transfer request if you are concerned that a change will conflict with your availability.
- **PSEA Membership Dues**
  - 1.15% of your monthly pay, not to exceed \$32.25 total. This has not changed in 12 years.
- **Custodial Supervisors**
  - The proposal by the District is to eliminate the supervisors at the Middle and High school levels, to be replaced with 5 area supervisors. As always, we assert our right to bargain over any impacts to our Members.
- **Worker's Compensation**
  - If you experience an injury at work, always fill out an injury report right after the injury, obtain a copy, and talk to PSEA afterward. We have attorneys we can refer to you if needed. It is better to complete the paperwork and not need any medical attention than to not complete the paperwork and need care or assistance later. Injuries will not get remedied if they are not reported.

**NEW BUSINESS**

- None reported.

**EVENT CALENDAR**

- |                        |                                      |
|------------------------|--------------------------------------|
| • February 8, 2022     | Personnel Commission Special Meeting |
| • February 10, 2022    | School Board Meeting                 |
| • February 21–25, 2022 | District Recess – Presidents' Day    |
| • February 28, 2022    | Personnel Commission Meeting         |
| • March 8, 2022        | PSEA Board Meeting                   |

**ADJOURNMENT OF BOARD MEETING**      6:27 p.m.

ATTEST:

\_\_\_\_\_  
Davin Erickson, PSEA Secretary

Date: \_\_\_\_\_

Next Meeting: March 8, 2022